

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: 1-5- Do we plan to follow IP 2? - Please call me			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
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FORM NO. 237 Use previous editions

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UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

August 11, 1967

IN REPLY PLEASE REFER TO

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YOUR REFERENCE

HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 42

The purpose of this Bulletin is to inform you of the forthcoming revisions of the pamphlet BRI 41-117, Information About Plan Changes Effective January 1968, and health benefits plan brochures, and to ask you to send us the address of your supply depot for these items, and the quantities you will require.

1. BRI 41-117, Information About Plan Changes Effective January 1968. As explained in Bulletin No. 37, there will be no open season in 1967. However, many health benefit plans will change benefits or rates or both, effective January 1, 1968, and enrolled employees will need information about these changes. We will prepare a new edition of the pamphlet BRI 41-117 (on blue paper), entitled Information About Plan Changes Effective January 1968, which will explain the changes, if any, in each plan, along the lines of the 1964 edition of BRI 41-117. A copy of this pamphlet will have to be given to each enrolled employee. The present blue (Jan. 1967 edition) brochure of the plan in which an employee is enrolled, along with the new BRI 41-117, will constitute an up-to-date statement of the provisions of his health benefits plan.
2. Brochures. Plan brochures will be revised (printed on blue paper) to reflect any changes in benefits and rates which will become effective in January 1968. The revised brochures will be made available to agencies for distribution to employees who become eligible to enroll after the new brochures are received. New brochures are not to be generally distributed to employees already enrolled, although one may be given to an employee who asks for it.
3. Distribution of Pamphlets and Brochures. We will send the following materials to your supply depot, in the quantities you specify, as they come off the press (probably beginning late in 1967):
 - a. A sufficient number of BRI 41-117's for a complete distribution to all enrolled employees; and
 - b. A six-month supply (for new enrollees) of brochures revised to include plan changes effective January 1968 (this supply should take the place of your January 15, 1968, quarterly requisition).

THE MERIT SYSTEM—A GOOD INVESTMENT IN GOOD GOVERNMENT

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4. Quantities and Shipping Points. To be sure that we have the correct shipping address for every agency, please complete the attached order blank (in duplicate), giving the exact address to which you want your brochures and BRI 41-117's shipped (there should be only one distribution point for each agency). Also, please indicate in the appropriate blanks the quantity of BRI 41-117's you want shipped to you for this one-time distribution, and the quantity of each brochure you want bearing in mind that you should ask for a six-month supply. You should also bear in mind that employing offices are required to maintain a library or file copy of each plan's brochure, and that the following employee organization plans are available to all employees and therefore, every employing office should have a supply of the plans' brochures.

AFGE Health Benefit Plan (BRI 41-26)
Alliance Health Benefit Plan (BRI 41-170)
Government Employees Hospital Assn. Benefit Plan (BRI 41-48)
NALC Health Benefit Plan (BRI 41-51)
National Postal Union Benefit Plan (BRI 41-57).

Your order blanks for these health benefits supplies should be submitted no later than September 15, 1967, to:

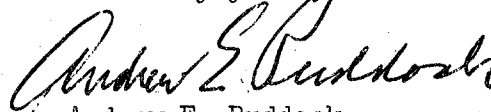
Mr. Arthur Greene
Bureau of Retirement and Insurance
U.S. Civil Service Commission
Room 4310
Washington, D. C. 20415 STOP 227

Mr. Greene's telephone number is Code 183, Extension 7383 (343-7383). You may call him if you want to check on the quantities of brochures we sent you in previous years.

5. Instructions to Employing Offices. We suggest you keep your employing offices informed of the pertinent matters mentioned in this Bulletin so they can make any necessary preparations to receive, store, and distribute health benefits materials. Employing offices should especially be informed that there will be no open season in 1967, and that they will receive BRI 41-117 which will inform them of any changes in the benefits or rates of plans.

Although we are sending you this Bulletin in the usual quantity, the order blanks are attached only to the copy of the Bulletin which is intended for the agency headquarters Health Benefits Officer, and should not be issued to employing offices.

Sincerely yours



Andrew E. Ruddock
Director